

Yuma County Administrator's Office of Management and Budget

FY16/17 Budget

NEW INFORMATION FY16/17

- Grant List Form available
- Personnel Entry will be completed in mid march
 - Not due in Oracle in February (TDR deadline)
- Baseline budget will include the actual FY15/16 Appropriation of Fund Balance Revenue
- Underfill positions will be budgeted at Underfill salary unless otherwise specified by department
 - Please ensure that the title and salary change is sent as a personnel change during personnel reconciliation period
- Budget Requests with facility reference will be sent to General Services for review
- Supplies & Services & Capital Outlay Forms revised
 - Future annual costs column added
- Please notify OMB of any approved reallocation plans that will extend into FY16/17 by February 26, 2016.

Budget Timeline

January

- · Distribute Initial Baseline
- · Budget Training Meeting
- · Dept Baseline due (BRT)
- · CIP requests to Co. Engineer

February

- · Dept Total Budget Request Forms
- Dept meetings with BRT (if necessary)

March

- Continue dept meetings with BRT (if necessary)
- Enter Personnel in Oracle (dept)
- · Cut-Off date for Personnel spreadsheet

May

- · Recommended Budget to BOS
- ·BOS meets with Depts
- · BOS adopts Tentative Budget

Budget Stages Tasks

Dept Baseline

- Rate Adjustments (Use rate sheet provided by OMB)
- Enter Year-End Estimates in Oracle
- Move Budget Authority between Line-Items (Supplies & Services)
- One-Time budget amounts removed
- CIP Request to Co. Engineer
- ITS Assessment

Total Dept Request

- Submit Summary of <u>ALL</u> Grants & Totals
- Complete Total Department Request forms
- Complete Department Priority Summary Form
- Complete Travel & Training Form
- Complete FTE Funding Change Form
- Personnel budget to be entered in Oracle (only during this stage)
- Special Revenue entered in Oracle

Dept Baseline

Calculating

Year-End Estimates

The better the year end estimate the better the revenue projection (beginning balance) will be for the following fiscal year.

Please keep in mind that BRT may make adjustments to year-end estimates as they align with overall County projections.

Rate Adjustments

telephone

RATE SHEET FOR FY14/15 BUDGET (as of 1/-/14)					
Budg	et Rates				
PERSONNEL:	Object Code	FY14			
Retirement Rates					
ASRS	40220	11.54%			
AOC - Corrections Officers (Probation)	40223	15.58%			
Yuma County Corrections Officers	40223	10.29%			
Elected Officials	40222	25.94%			
AZ Public Safety (Sheriff)	40221	25.63%			
Retirement Rates - Alternate Contribution Rates for retirees that have returned to wor					
position:	k iii saine pian the	y retired from in a covered			
ASRS ACR		9.20%			
AOC - Corrections Officers (Probation)	ACR	6.18%			
Yuma County Corrections Officers ACR	ACI	6.18%			
Elected Officials ACR		21.31%			
AZ Public Safety (Sheriff) ACR		17.07%			
Insurance Rates					
FICA	40210	6.20%			
Medicare	40210	1.45%			
Health	40230	\$433.78/mo.			
Employee Assistance Plan	40231	\$1.55/mo.			
Life/ ADD - up to \$50,000	40233	\$.098/\$1,000/mo. x FTE			
Life/ ADD - over \$50,000	40233	\$4.90/ mo. X FTE			
Workers Comp	40241	No increase anticipated			
Risk Management Premiums	42871	To be determined			
NON-PERSONNEL:	4141000441400044140004414004414004441400	A075 / 11			
800 mhz Radio Maintenance	43013	\$275 / radio			
% Change to Year-End I	Estimata (see pote	helow)			
UTILITIES	Object Code	FY14			
electricity	42211	3.00%			
gas, natural	42221	1.50%			
water (municipal)	42234	2.00%			
refuse	42241	No change anticipated			
		30 41110,000			

42310

No change anticipated

Forms

Are funds in excess of approved Dept Baseline Budget being requested?

No

Yes

See Other Forms

Position & Related Changes Request

Supplies & Services

<u>Capital</u>
<u>Lease/Capital</u>
<u>Outlay</u>

<u>Departmental</u>
<u>Priority</u>
Summary

Forms

Has the Department completed the following forms?

Required

- · Travel & Training
- Organization & New Initiatives -DBS
- · Grant List

Optional

· FTE Funding Change

Personnel/ Full-Time Equivalent (FTE)

March

Apply Retirement & Insurance changes if applicable

Cut-off date for changes to positions

Enter Personnel budget in Oracle in TDR stage

**DO NOT ENTER
POSITIONS REQUESTED**

OMB reconcile w/ Oracle /Depts Apri

Update PS w/reclass positions

May/Jun

Email PS to Departments after Adopted Tentative Budget

Personnel/ Full-Time Equivalent (FTE)

Notes for Preparing Personnel Spreadsheet

Changes

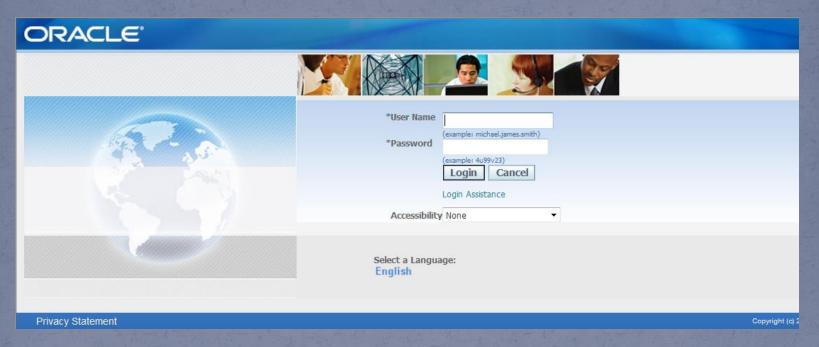
- Highlight corrections in specific color
- List ONLY current positions & amounts – not requested positions
- Final Personnel budget is Dept responsibility.

Oracle

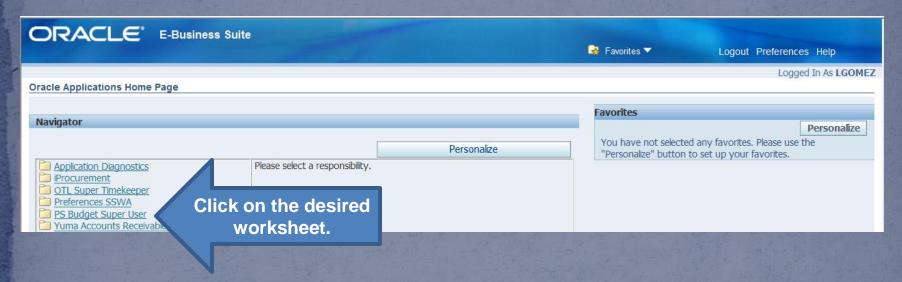
- Do not enter positions being requested in Oracle
- Approved Reclasses entered by OMB

Budgeted Amounts

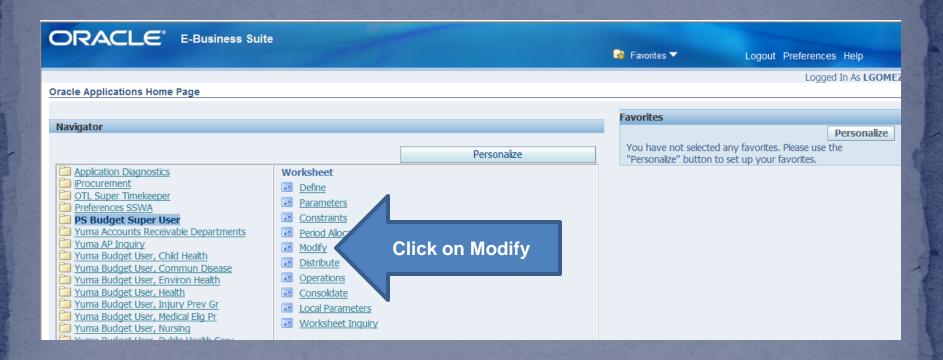
- Vacant positions are budgeted at MINIMUM Salary & MAX Health Ins
- If there are <u>any</u> discrepancies between OMB ERE amounts and dept ERE amount, PLEASE notify OMB.
- Provisionals/Underfills should be budgeted at actual position wages.



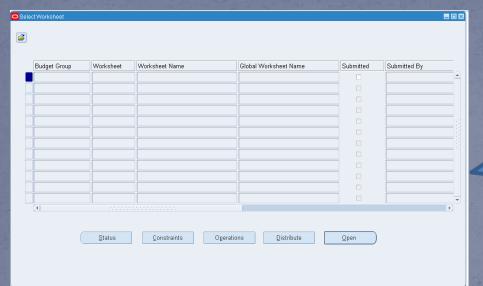
Sign on to Oracle



Each users menu will be different. Everyone identified as budget contacts should be able to view the budgets which your department is responsible for. There may be just one worksheet or multiple worksheets.



From this menu, double click on the <u>Modify</u> option.
 This will take you to the list of worksheets.



The "Select Worksheet" screen will appear blank at first. Press the Ctrl & F11 keys to populate the list of worksheets.

To enter into the worksheet, click on the blue/gray box next to that worksheet (Budget Group) and click Open.

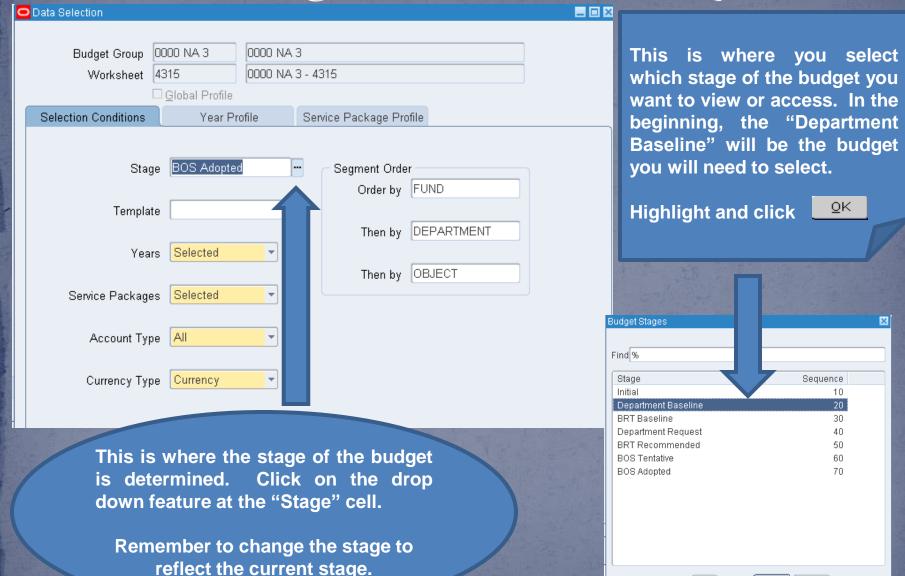
Each user's worksheet screens will be different. You may have one worksheet or multiple worksheets depending on the number of budgets administered by your department.



Worksheet Summary			_	
Budget Group	0000 NA 3	0000 NA 3		
Worksheet	4315	0000 NA 3 - 4315		
Extract				
Base Worksheet	3245	FY 2012		
Created on	01-03-2011	Created by JFLORY		
Submitted on		Submitted by		
Description		worksheet 3245 for budget group YUMA COUNTY		
	BUDGET GROUP HIERARCHY			
			[]	
Service Package		Line Items Data Selecti	on)	

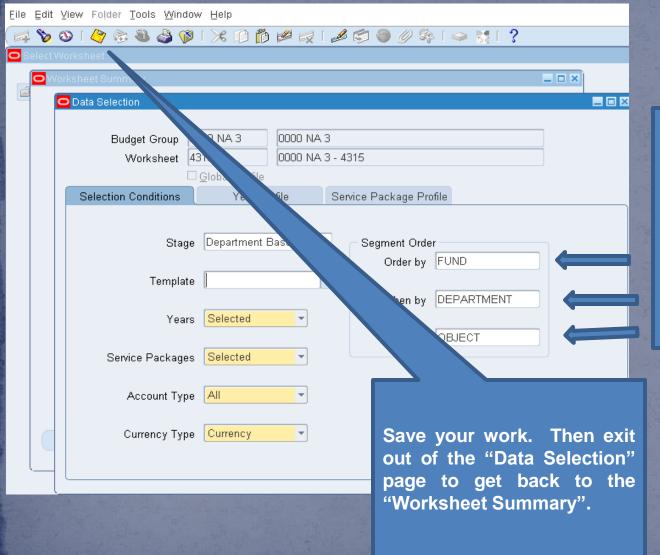
The "Worksheet Summary" page opens up.

First, you will want to click on the Data Selection button.



Eind

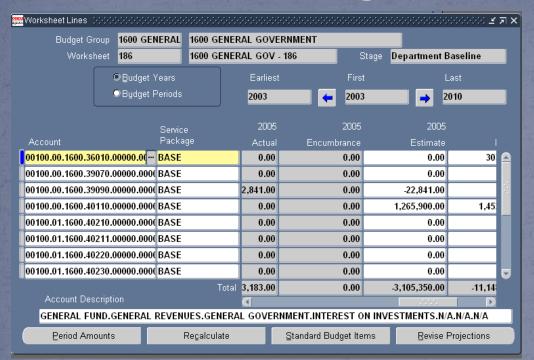
Cancel



Next, in the "Segment Order" section, click on the "Order by" cell. A drop down listing of segments appears so you may select the order in which you want to view your data. The "Account Segments" listing appears when you click on each of the sections. Insert the following segments in each cell.

Worksheet Summary			
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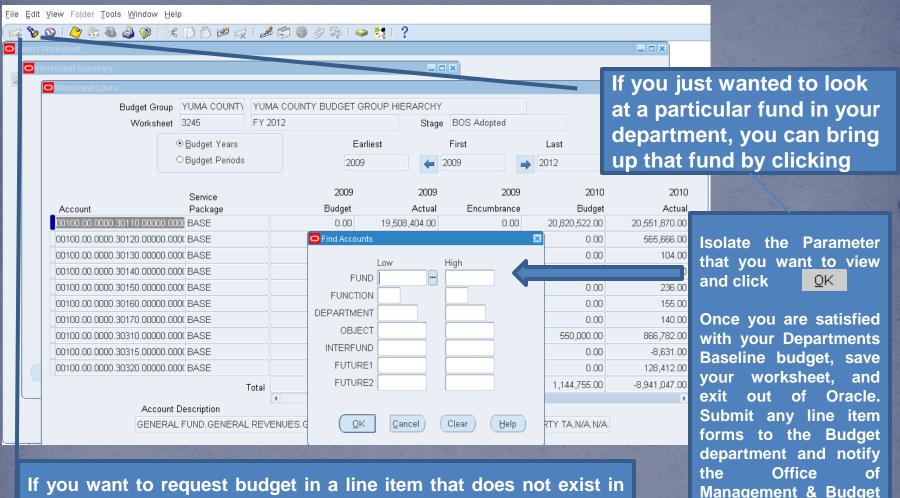
To view and make changes to your department's line item budget, click



The Current year Estimate values currently appearing in this field for non-personnel lines are simply year-to-date amounts. You will need to change these values to your best guess of what the total 12 month expenditure (or revenue) will be for the Current fiscal year.

Type Ctrl and F11 to display line item data. This takes to the "Worksheet Lines" page. Here you can view actual activity and budget activity. This worksheet opens to the first columns which grayed out. If you scroll to the right, you will see the budget columns which are white. This is where you will make any adjustments your current vear estimates and next years Budget.

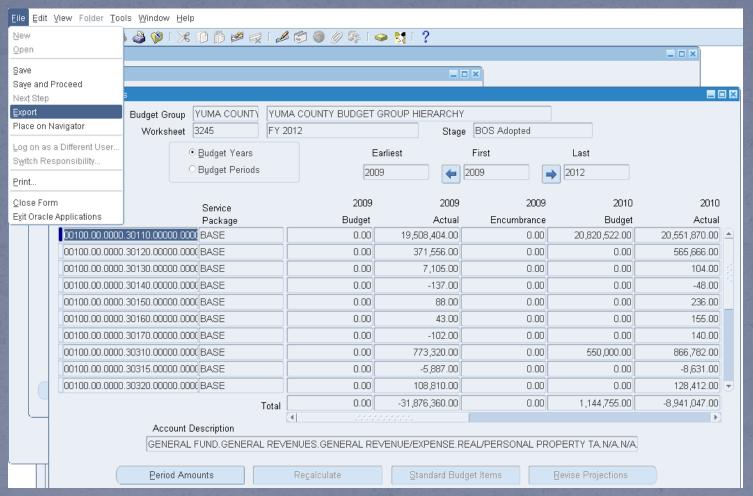
The Estimate Budget assumes \$0.00 for Capital Outlay.



your worksheet you will need to manually enter in the account number you want. This is done by clicking on 🙀 button at the top left corner of your toolbar. This will insert a blank row into your worksheet and you may enter the new request.

Management & Budget that you have completed your baseline budget.

Oracle Budget Line Item Printing



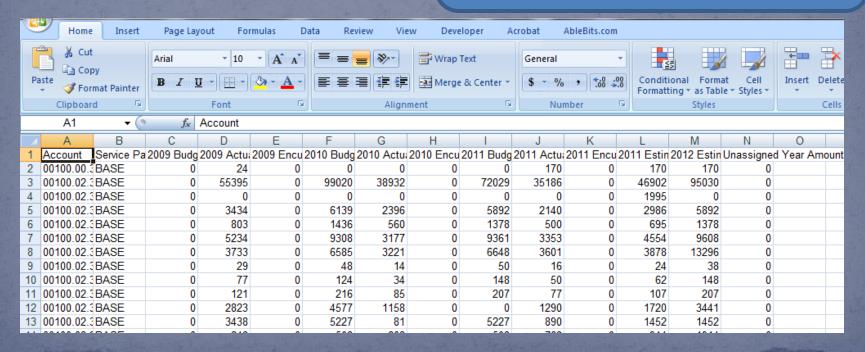
If you would like to print out your line item worksheet, you will need to export them to Excel. When you are in the "Worksheet Lines" screen, go to File→Export.

Oracle Budget Line Item Printing



The download screen will appear. Select Open.

Your data will open in Excel and you can format it to suit your needs. If you have any problems printing your line item reports, please call the Office of Management & Budget and we will be happy to assist you.



Questions??